

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 900 EEO/EMPLOYEE DEVELOPMENT	SUPERSEDES: NEW
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 907 TRAINING AND EMPLOYEE DEVELOPMENT RESOURCES TEMP	EFFECTIVE DATE: 07/20/03

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PURPOSE

To provide Department guidelines in the establishment and maintenance of libraries, reference services and resources that are available to complement and support the training and employee development programs.

To ensure Department compliance with mandates and requirements from regulatory agencies regarding training and employee development resources.

AUTHORITY

NRS 209.131
NAC, Chapter 289

DEFINITIONS

DEPARTMENT – Nevada Department of Corrections.

EEO/EMPLOYEE DEVELOPMENT DIVISION – The Division officially tasked by the Department with:

- Monitoring and investigating allegations of violations of the EEO/Employee Development and Employee Relations administrative regulations; and
- Design, development, evaluation and implementation of the training and employee development programs.

EEO/PROFESSIONAL DEVELOPMENT OFFICER – The position designated by the Department as the EEO/Employee Development Division Head.

EMPLOYEE DEVELOPMENT MANAGER (EDM) – The position within the EEO/Employee Development Division responsible for the administration, management and supervision of the Employee Development Specialists.

EMPLOYEE DEVELOPMENT SPECIALISTS (EDS) – The Department's Employee Development Staff responsible to ensure the Division's assigned task of training and employee development is carried out.

RESPONSIBILITY

It is the responsibility of all Department employees to have knowledge of and comply with this regulation.

APPLICABILITY

This Administrative Regulation applies to all Department employees.

PROCEDURES

907.01 TRAINING AND EMPLOYEE DEVELOPMENT RESOURCES

1.1 Where practicable and within budgetary constraints, the regional library and reference materials should be available to complement the training and employee development programs and be accessible to all employees. **(3-4075)**

1.1.1 Materials not usually available at the institutions/facilities may be acquired through other sources, such as the criminal justice clearinghouse, interlibrary loans or other regional Department institutions/facilities.

1.1.1.1 Regional EDS staff will maintain an up-to-date catalog or listing of the training and employee development reference materials available in regional EDS offices for regional employees.

1.1.1.2 The regional EDS staff will ensure that a process is in place to allow for regional employees to check out, review or research library and reference materials to enhance training and employee development.

1.1.1.3 The regional EDS staff should have available the opportunity for regional employees to research the Internet for reference materials to enhance training and employee development.

907.02 OUTSIDE RESOURCES

1.1 The Department's training and employee development programs utilize the resources of public and private agencies, private industry, colleges, universities and libraries. **(3-4076)**

1.1.1 The regional EDS staff will develop and maintain a current listing of outside resources available from public or private organizations, agencies corporations or professional groups to enhance regional Department training and employee development programs. These outside resources can take the form of, but not limited to:

- Instructional materials:
- Equipment;
- Course development;
- Classroom facilities;
- Evaluation techniques; and
- Instructional services.

907.03 SPACE AND EQUIPMENT

1.1 The Department will have access to or maintain specific equipment and spaces inventory to enhance its training and employee development programs. **(3-4077)**

1.1.1 The Department's access to facilities for classroom instruction should be, but not limited to:

- Easily accessible;

- Free from distracting noise or observation from inmates;
- Large enough to accommodate 20 – 30 students/trainees; and
- Appropriate for audiovisual presentations.

1.1.2 Separate facilities/locations should be available for specialized training and employee development (i.e. use of firearms, chemical agents).

907.04 ADMINISTRATION AND MANAGEMENT OF TRAINING AND EMPLOYEE DEVELOPMENT RESOURCES

1.1 The Department's EDS staff will comply with the Division training and employee development guidelines to ensure proper administration and management of training and employee development resources.

1.2 The Department's Employee Development Manager/designee will conduct bi-annual regional audits to ensure compliance with this regulation.

- The Employee Development Manager will provide an Audit Report to the EEO/Professional Development Officer within two weeks of the completion of the audit.

REFERENCES

ACA Standards 3-4075, 3-4076, and 3-4077

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

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No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.